



Arkansas State Library

900 West Capitol Ave., Suite 100 - Little Rock, Arkansas 72201-3108

General Improvement Fund (GIF) Application \$25,000 Maximum Request Amount

Deadline: January 15, 2014

The Arkansas State Library is proud to offer a General Improvement Fund (GIF) grant opportunity to public libraries.

These GIF funds are made possible through Act 632 and Act 702 of the Regular Session. Funds may be used for Construction, Land Acquisition, Renovation/Repair/Improvements, Equipment, Supplies, or Personal Services and Operating Expenses.

The GIF Grant Guidelines and a Grant Application is included with this mailing. Please fill out the application completely and return to the Arkansas State Library. An online application is available at _____ and can be submitted electronically.

The deadline for submitting a completed application is **January 15, 2014**.

The Arkansas State Library Board will review the applications at the regularly scheduled February Board meeting to make funding decisions. A Grant Notification Letter and a Letter of Agreement will be sent to those libraries receiving a grant award. Funds will be distributed to the libraries awarded a grant once the signed Letter of Agreement is returned to the Arkansas State Library.

A final report is required and will be made available to libraries receiving a grant award.

Applications may be submitted in hard copy by regular mail, by fax, or as an email attachment to:

Debbie Hall, Manager of Grants & Special Projects

Arkansas State Library

900 West Capitol, Suite 100

Little Rock, AR 72201-3108

Email: debbie@library.arkansas.gov

FAX: 501-682-1899

Phone: 501-682-2836

An online application is available at: _____ and can be submitted electronically.

Questions? Contact Debbie through above contact information.

General Improvement Fund Grant Guidelines

DEADLINE: January 15, 2014

These guidelines and the following requirements will be considered a part of the GIF Grant contract if an award is granted. These guidelines **must** be included as a part of the GIF Grant documents kept on file.

OVERVIEW

In the 2013 Arkansas General Assembly Regular Session two acts were passed for General Improvement Funds for public libraries. The Arkansas State Library (ASL) received \$141,000 for grants to public libraries.

Rules and Regulations were adopted in 2008 for the disbursement of GIF Grant money. The following guidelines and application requirements were developed in compliance with the Rules and Regulations.

These guidelines are to be followed in completing the GIF Grant Application.

FOCUS AREAS

GIF Grant Funds will be awarded in the following areas as designated by Acts 632 and 702 of the 2013 Regular Session

Construction

- New library facility
- Major addition
- Major alteration (Removal/relocation of walls or other structural elements of a building)
- Conversion – extensive changes which completely alter the use and function of an existing facility for use as a public library

The Arkansas State Library does not require submission of plans, contracts, surveys, reports, or any other documents pertaining to projects unless applicant is specifically requested to submit these documents by a representative of the Arkansas State Library.

Grantee is responsible for insuring all appropriate contracts, surveys, and reports are obtained and maintained as necessary in the grant file.

Grantee is required to maintain these documents as part of the grant file and, upon request, make them available to the Arkansas State Library or other official acting on behalf of the Arkansas State Library or the State of Arkansas.

Land Acquisition

- The purchase of land for future construction of a public library.
- The purchase of land with an existing building to be renovated for a public library.

Renovation/Repair/Improvement (includes major maintenance)

- To restore a facility to its former state and not alter its original design standards – includes all improvements necessary to bring a facility into compliance with current codes
- Restoring to a sound state by replacing a part or putting together that which is broken
- To improve on current facility including major replacement of flooring, electrical, plumbing, energy efficient products such as windows, roof, heating and air conditioning, etc.

Equipment

- Furniture
- Desks
- Chairs
- Shelving
- Circulation desks
- Computers
- Copiers, Scanners, printers

Personal Services and Operating Expenses

- Programming, including speakers, summer reading programs, etc.
- Consultant fees
- Staff development

Supplies

- These may be supplies for special projects and programs or, to a limited degree, for daily library operations.

PRIORITIES

APPLICATION PROCESS

The attached application form **MUST** be used. To be accepted into the review process the form must be filled out completely. Only **one** application will be accepted from each individual library site. You may request funding in multiple categories on a single application.

You will be notified acknowledging receipt of completed application. The ASL Board will meet on the date of the regularly scheduled February Board meeting to make final decisions on grant awards. You are invited to attend this meeting and also to make a 3-5 minute presentation about your application, if you so desire. There is a place on the application at the end of Section 1 to designate if you are attending and if you would like to make a presentation.

Applications will be reviewed by the Arkansas State Library Board and rated on the following:

Section 3 – Detailed Description	40 points
Section 4 – Budget	35 points
Alignment with stated ASL Board Priorities	<u>25 points</u>
	100 points

No information about the status of an application will be released until all applications have been reviewed and final awards made. Awards are made by the Arkansas State Library Board and are final. ASL will notify applicants of final decisions.

Once an application is approved, a Notification of Grant letter will be mailed along with a Letter of Agreement to be completed and returned to ASL before funds are disbursed. Grant funds will be disbursed through the Arkansas Treasury in the form of a warrant (looks like a check).

The General Assembly of the State of Arkansas and the Arkansas State Library (ASL) require acknowledgement of assistance. Statements, news releases, requests for proposals and other documents describing a project, funded in part, or in whole with GIF Grant funds, must include acknowledgement. The following wording is suggested:

This project is (OR is partially) supported through a grant administered by the Arkansas State Library funded through the General Assembly of the State of Arkansas.

The completed application will consist of:

- Completed Application Form
- Supporting documents as necessary

REPORTING/EVALUATION

You will be required to submit a report when funds are expended. A report form will be sent with a Grant Notification Letter if you are a grant recipient.

SUBMITTING APPLICATION

FAX APPLICATION TO:
501-682-2836

E-MAIL SCANNED COPY TO
debbie@library.arkansas.gov

ACCESS ONLINE APPLICATION AT:

MAIL APPLICATION TO:
Arkansas State Library
ATTN: Debbie Hall, Manager of Grants
900 West Capitol, Suite 100
Little Rock, AR 72201-3108

DEADLINE: January 15, 2014

Deadline: January 15, 2014**You may apply for up to \$25,000**

Submit Completed Application to:
Debbie Hall, Manager of Grants & Special Projects
Arkansas State Library
900 W. Capitol, Suite 100
Little Rock, AR 72201-3108

FAX: 501-682-2836
Email: debbie@library.arkansas.gov
Access online application at:

ASL use only

Application Number _____

Date Received at ASL _____

Recommended funding: \$ _____

1. Applicant Information

Library/Library System: _____

Library Director's Name & Title: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Please check all that apply -

☐ Yes, I plan to attend the February ASL Board meeting review of grant applications☐ I would like to make a 3-5 minute presentation**2. GIF Grant Category – check all that apply.**☐ Construction☐ Land Acquisition☐ Renovation/Repair/Improvements☐ Equipment☐ Supplies☐ Personal Services and Operating Expenses

Deadline: January 15, 2014

3. Provide a detailed description of your project, including a schedule of implementation or timeline. Provide any supporting documentation as necessary. This may include, but is not limited to, pictures, price quotes or other information the Board may find helpful in determining grant awards. 40 points

Complete this statement: The project will be successful if...

Deadline: January 15, 2014

4. Budget – If more than one category was chosen, itemize your budget to reflect those categories. Additional pages may be used. You may apply for up to \$25,000. Attach any necessary supporting documents, including price quotes. 35 points

Total Project Cost:

-Funds Requested: _____

Difference:

What is the source of these funds?

Total GIF Funds Requested

\$

Please provide an approximate breakdown of how funds will be expended. A list will be acceptable.

Will this project move forward without this grant? _____ YES _____ NO

If No, please explain why.

Is this a new project or continuing project? _____ NEW _____ CONTINUING

If this is a continuing project, why are these grant funds needed?

Alignment with stated ASL Board Priorities – 25 points

Library

Total Funds Requested

Overall Rating
out of 100

Application Number

Recommended Funding

Application Completed or Not

Supporting Documents Status

Section 1. Applicant Information

Section 2. Grant Category

Section 3. Detailed Description of Project

Highlights (implementation schedule or timeline)

This project will be successful if

Comments:

Rating out of 40

Section 4. Budget

Total Project Cost

GIF Funds Requested

Difference

Budget highlights -

Will Project move forward?

If no, why not?

New or Continuing Project

Comments:

Rating out of 35

Alignment with stated ASL Board Priorities

Comments:

Rating out of 25

Reviewer

Gwendolyn's Visual Interactive Library
GIF14-001

Total Funds Requested

\$10,000

Overall Rating
out of 100

Recommended Funding

Application Completed

Supporting Documents Included

Section 1. Applicant Information

Will attend February Board Meeting but not present

Section 2. Grant Category

Equipment

Section 3. Detailed Description of Project

Highlights (implementation schedule or timeline)

This visual interactive library will be the first of it's kind. It is to provide the public with the best visual and interactive experience they have ever had.

This project will be successful if funds are provided so that all necessary equipment will be available to patrons. And to ensure that all levels of visual and interactive experiences are met fully. November 2013 - all computers and necessary equipment purchased January 2014 - Grand Opening

Comments:

Rating out of 40

Section 4. Budget

Total Project Cost

\$10,971

Did not indicate source of other funds

GIF Funds Requested

\$10,000

Difference

\$971

Budget highlights -

Funds will purchase computers, furniture, visual glasses, projection screen, and other equipment necessary to equip a virtual interactive room.

Will Project move forward?

No

If no, why not? The library will not be able to function to the fullest without all equipment

This is a new project

Comments:

Rating out of 35

Alignment with stated ASL Board Priorities

Comments:

Rating out of 25